

Below is a list of some of the changes to the FSU Purchasing/Travel Card Programs to begin officially on April 4, 2007. The updated manual for the purchasing card program is posted on the Purchasing web site as listed in item 12 below. Please call Nancy Milburn (4-9725) in Purchasing for info regarding the Purchasing Card. All cardholders and proxies should review the manual and print a copy for their records to be sure they are familiar with the changes!

The new Travel Card Program information is posted on the Travel web site at <http://www.vpfa.fsu.edu/control/T-Card/tcard.html>. Please call Riley Kinney (4-5294) in Accounts Payables for info regarding the Travel Card Program! All travel card cardholders should review this information to be familiar with the changes to the Travel Card Program!

New Purchasing/Travel Card Program Changes

1. Card program will be opened up to long term OPS employees, that have an FSU ID card, on a case-by-case basis with Dean/Director/Department Head signature
2. Fuel allowed on p-cards and travel cards for state vehicles or rental vehicles (in official travel status) only
3. Registrations for conferences to membership or non-profit organizations open
4. Memberships can be paid using the purchasing card once the Dean/Director has signed the "University Membership Justification" form and the vendor has signed the "Certification for Payment with Public Funds" form
5. Smaller business machines, such as fax machines and shredders are now authorized on the p-card
6. Food and catering purchases are allowed on the p-card if the department has appropriate funds for these purchases and are for "official business purposes"
7. Single transaction limit can be raised as high as \$2500 with written approval from Dean/Director
8. Daily limit raised to \$7500 and cycle (30-day billing period) limit raised to \$15,000
9. Limits on cards can be increased as per 7 & 8 above or decreased, upon written request from Dean/Director
10. Changes in notification procedures in the event of unauthorized use of the p-card. Now supervisors and Deans will be notified
11. Two card programs separated. Travel card to be managed by the Travel Department entirely and Purchasing card programs will be managed by Purchasing Department
12. Departments can refer to the Purchasing web site at www.purchasing.fsu.edu for FSU and other contract information, purchasing card information, or call 644-6850 for more information.